

**DIVISION CIRCULAR #17  
(N/A)**

**DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES**

**EFFECTIVE DATE:** July 1, 1998

**DATE ISSUED:** July 1, 1998

**(Rescinds Division Circular #17 issued October 10, 1995)**

**I. TITLE: ADMISSIONS TO DEVELOPMENTAL CENTERS**

**II. PURPOSE:** To establish policies and procedures for the admission of individuals to developmental centers.

**III. SCOPE:** This circular applies to all components of the Division. For admissions to the hospital at the Vineland Developmental Center, refer to Division Circular #33. For admissions to the Moderate Security Unit, refer to Division Circular #16.

**IV. POLICIES:**

Only persons eligible for services of the Division to be admitted.

Admissions into a developmental center shall be the least restrictive alternative currently available for the individual.

Admissions to a developmental center shall be considered only when a community placement has been determined to be unavailable.

Individuals under age 22 may be admitted to a developmental center only after approval of the Division Director.

**V. GENERAL STANDARDS:**

A. Definitions - for the purpose of this circular, the following terms shall have the meaning defined herein.

1. Court Commitment Admission means a decision by the Division to admit a person to a developmental center in response to Class H or I commitment made in accordance with N.J.S.A. 30:4-25.1.
2. Developmental Center Admission Referral Form means a form completed by the Regional Community Service Office summarizing client information and placement justification.
3. Emergency Placement means that the person is homeless or the Division cannot provide adequate alternate services in the existing situation to care for the individual safely and the Division has determined that there is no long term placement available.

4. Individual Habilitation Plan (IHP) - Refer to Division Circular #35
  5. Interim Placement means a regular admission longer than 30 days, where there is a plan at the time of admission to return the person to a community placement.
  6. Long Term Care means one year or longer.
  7. Placement Coordinator means a person designated by the Regional Assistant Director to review requests and authorize for admissions to developmental centers.
  8. Regional Assistant Director's Office (RAD's office) means the person with administrative authority over all Division services within a specific geographic region.
  9. Regular Admission means that the individual is scheduled in advance for long term placement in a developmental center.
  10. Respite Admission means the scheduled placement of an individual into a developmental center on a temporary basis not to exceed 30 days.
  11. Transfer means moving a person from his/her own home, a community placement or private institution to a developmental center. (N.J.S.A. 30:6D-14)
- B. All requests for admission from Regional Community Services Offices shall be sent to the Regional Placement Coordinator in the RAD's office.
- C. All admissions to developmental centers are scheduled by the RAD's office.
- D. All requests for admissions require approval by the RAD or his/her designee who shall review the need for a developmental center placement and shall determine the appropriate center.

## **VI. PROCEDURES:**

- A. Regular Admissions
1. The Regional Placement Coordinator shall notify the developmental center of all new admissions.
  2. If the request for admission is for a person under age 22, the Regional Assistant Director shall contact the Division Director to discuss the rationale for admission to a developmental center. If the Division Director grants approval the person may be admitted to the developmental center.
  3. If the admission involves a transfer, an IHP shall be completed by the appropriate Community Services Regional Office, no less than 30 days prior to admission except in cases of emergencies.
  4. The Regional Placement Coordinator, in conjunction with Director of Social Services at the developmental center, shall agree on an admission date. The Regional Placement Coordinator shall notify the Regional Community Services Office by telephone of the admission date.

- i. The Regional Community Services Office shall notify the family and legal guardian by telephone.
  - ii. The family and legal guardian shall be given an opportunity to visit the developmental center prior to admission.
  - iii. The family and legal guardian shall be advised to contact the Director of Social Services at the developmental center to schedule a visit.
1. The Regional Placement Coordinator shall send a written confirmation no less than 14 days in advance of the admission to the family and legal guardian as well as the Regional Community Services Office and developmental center.
2. Prior to the date of admission, the developmental center shall be provided the following through the Regional Community Services Office:
  - A cover memorandum describing the person's current functioning level, behaviors and reason(s) for admission.
  - Medical status and medication at the time of admission
  - Current physical examination
  - Applicant Information Form
  - Social history and update
  - Psychological report
  - IEP/IHP
  - Adaptive Behavior Scale (ABS)
  - Medical Consent Form
  - Psychiatric evaluation, if applicable
  - DNR or Advance Directives
  - Court Orders, if applicable
3. Whenever possible, someone who knows about the person shall accompany him/her on the date of admission.
4. No later than the date of admission, the developmental center shall be provided:
  - i. The Pre-Admission Medical Form completed within 48 hours prior to admission.
  - ii. A copy of the person's birth certificate.
  - iii. Immunization record, if available.
  - iv. A copy of the guardianship judgment, if applicable.
  - v. The complete client record.
1. The responsibility of the Regional Community Services Office ends upon admission unless it is an interim placement.
2. If it is an Interim placement:
  - i. Staff of the Regional Community Services Office and developmental center shall attend an IHP meeting within 30 days after admission.
  - ii. Staff of the Regional Community Services Office and developmental center shall review the status of the placement at least every 90 days.

- iii. Regional Community Services Office shall document each review and send a copy to the developmental center.
  - iv. Regional Community Services office shall keep copies of any pertinent client records but shall transfer the complete client record to the developmental center.
1. In emergencies, the Regional Assistant Director's Office shall be notified orally of the request for an emergency admission describing comprehensively, the person's current status and the reasons for admission. In addition, the Developmental Center Admission Referral Form shall be provided. When an oral request is made, a written request shall follow within two working days.
  2. The family and legal guardian shall be notified orally of the admission by the Regional Community Services office as soon as possible, but no later than the first working day following admission. The Regional Community Services office will confirm the admission in writing.
  3. All other documents required for a regular admission shall be provided to the developmental center within 3 working days.

B. Respite Admissions

1. Except in emergencies, respite admissions shall be scheduled by the RAD's office at least 14 calendar days in advance of the proposed admission date. A memo shall be sent from the Regional Placement Coordinator to the Regional Community Services Office with a date of admission and departure.
2. A completed Developmental Center Admission Referral Form is required to be sent by the Regional Community Services Office to the Placement Coordinator for approval of admission.
3. Written notice of the admission date shall be sent by the RAD's office to the family and legal guardian as well as the Regional Community Services Office and developmental center.
4. The family and legal guardian shall be given an opportunity to visit the developmental center.
5. The Regional Community Services Office shall remain responsible for the person's placement out of the developmental center.

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